



State of Nevada  
Nevada Department of Tourism and Cultural Affairs  
Unclassified Job Announcement

**- Associate Editor -**  
Posted: April 8, 2013

**Recruitment**

Open to all qualified candidates; **résumés** accepted until position is filled. Position will be filled Monday, May 13, 2013 or later.

(All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**The Position**

A full-time unclassified and exempt position located at the Nevada Magazine in Carson City, Nevada. The Associate Editor reports to the Editor of the Department of Tourism and Cultural Affairs.

**Annual Salary**

Salary commensurate with work experience. This position is currently subject to 48 hours of furlough a year and salary will be adjusted accordingly.

**Responsibility Detail:**

The Associate Editor is responsible for preparing articles for publication in print and online, reviewing incoming queries and manuscripts, and working with freelance writers and photographers to develop prospective stories. Specific duties include but are not limited to:

- Writing articles and taking photos for Nevada Magazine and NevadaMagazine.com.
- Proofreading and preparing story layouts.
- Assisting production team with design of print and online magazines, and making corrections as needed.
- Writing and distributing press releases.
- Posting on Nevada Magazine's blogs frequently, if not daily.
- Developing, supervising, and working with freelance writers and photographers.
- Evaluating and returning queries and manuscripts.
- Assisting the Editor in preparing editorial schedules.
- Assisting the Editor with creation and distribution of e-newsletters.
- Assisting the Editor in managing Nevada Magazine's social media.
- Assuming Editor's responsibilities in case of his or her absence.

- Preparing freelance payments.
- Supervising RSVP volunteers and interns.
- Make corrections as needed on pages.

The ideal candidate will have experience in the following:

- One year or more of professional experience as an editor and/or reporter at a newspaper or magazine.
- The ability to write a clear, concise, well-researched story in an efficient period of time based on the assignment.
- Basic photography skills, including editing.

### **Qualifications**

Education and experience: Bachelor's degree in communication, journalism, or related field preferred.

### **Benefits**

Paid medical, dental and vision; paid vacation, sick leave and holidays; retirement plan (PERS); life and disability insurance program; other optional benefits including deferred compensation.

### **Submit cover letter and résumé to:**

Genevieve Hudson

Agency HR Services

100 N. Stewart St., Ste. 230

Carson City, NV 89701

(775)684-0247

Or electronically to: [ghudson@admin.nv.gov](mailto:ghudson@admin.nv.gov)

***The State of Nevada is an Equal Opportunity Employer.***